



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY  
UNIT # 15716  
APO AP 96271-5716

EANC-HG-CA

01 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Area III Support Activity Policy Memorandum #13,  
Administration of Private Organizations (PO)

1. This policy supersedes USASA Area III Policy Memo #13, Administration of Private Organizations (PO), 3 July 2002.

2. References:

Department of Defense Directive 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993.

Army Regulation (AR) 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.

AR 1-211, Attendance of Military and Civilian Personnel at Private Organization Meetings, 1 December 1983.

AR 600-29, Fund-Raising Within the Department of the Army, 1 June 2001.

AR 11-2, Management Control, 1 September 1994.

3. Purpose: To establish procedures and assign responsibilities for the administration of PO in Area III.

4. Scope: These procedures shall apply to all PO operating or intending to operate on Area III installations.

5. Concept: The consent of the Commander, USA Area III Support Activity, is a prerequisite for the operation of PO in Area III.

6. Private Organization Requirements for On-Post Operation:

a. Strict compliance with the provisions of this policy memorandum and AR 210-22.

b. Operating Permit. All applications for a PO operating permit will be submitted to the Director of Community Activities (DCA) and will include:

SUBJECT: USA Area III Support Activity Policy Memorandum #13, Administration of Private Organizations (PO)

(1) A charter, articles of agreement, constitution, or by laws.

(2) Documentation defining membership eligibility (the majority of membership must be composed of DOD members and their dependents), management responsibility, accountability of assets, coverage and limitation of insurance, disposition of remaining assets upon breakup of the PO, and an assurance that no individual member of the PO will personally profit except through salary as a PO employee. (NOTE: No PO will have more than four employees.)

(3) Statement of the PO's liability if assets are not enough to cover PO liabilities (must meet all state and jurisdictional laws and must discuss PO members' personal liability for PO debts).

c. PO operating permits must be revalidated every two years.

7. DCA Responsibilities:

a. Maintain list of operating PO.

b. Ensure that all prospective PO are given copies of AR 210-22 and this policy memorandum.

c. Ensure that all prospective and active PO are aware of their responsibilities for proper operation on post. Ensure these responsibilities are met IAW AR 11-2, Management Control.

d. Ensure that all applications for permits meet the requirements in Paragraph 6, above.

e. Ensure that the PO make reports for the minutes of PO meetings and annual financial statements.

f. Issue permits to private organizations for operation on the installation that automatically expire two years from the date of issue. Include a statement for PO authorization to establish a checking account with the local military banking facility.

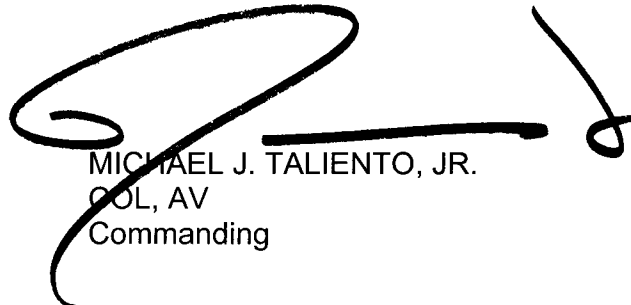
g. Audit the financial statements of all PO. Forward the reports of all PO with gross revenues exceeding \$100,000 to HQDA, ATTN: DACF-RMM-M.

h. Forward an annually updated list of functioning PO to the Commander, EUSA and the Resource Management Office, EUSA.

i. Ensure that PO do not engage in the following:

SUBJECT: USA Area III Support Activity Policy Memorandum #13, Administration of Private Organizations (PO)

- (1) Provision of educational services or child care services.
  - (2) Competition with, or duplication of an Appropriated Fund Instrumentality, such as the Army and Air Force Exchange Service, a Non-appropriated Fund Instrumentality such as a Morale, Welfare, and Recreation establishment, or the Defense Commissary Agency, unless explicit written approval is obtained from the agency's authorized representative.
  - (3) Conduct of carnivals, bazaars or fund-raising events. The PO may have their own occasional fund-raising events, if approved by the Installation Commander. The point of contact for DCA is at 753-8820.
- j. Process requests for permission to engage in fund-raising activities and requests for installation support and services for the Commander, USA Area III Support Activity, in accordance with the attached enclosure.
  - k. Ensure that all requests for permits are processed through the Command Judge Advocate.
  - l. The DCA, USA Area III Support Activity, has responsibility for enforcing this policy.
8. Command Judge Advocate Responsibilities:
- a. Review all documents for permits submitted by PO.
  - b. Ensure that all reports of PO regulatory violations are resolved.
  - c. Review all proposals for fund-raising activities to ensure full compliance with applicable regulatory and procedural requirements. Provide a written legal review before a fund-raising proposal is forwarded to the Area III Commander for approval.
9. Installation Logistical Support of Non-DOD Sanctioned PO: Use of installation space will be granted at the Area Commander's discretion. PO must furnish or procure equipment, supplies and other materials at their own expense.
10. The point of contact for this policy is the DCA at 753-8821.



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